

**EMPLOYMENT OPPORTUNITY**

**Executive Director**

The Manitoba Wheelchair Sport Association (MWSA) is committed to leadership in the promotion of wellbeing and a healthy lifestyle through the development of sport and fitness related opportunities for physically disabled Manitobans.

**Position Summary**

Reporting to the Board of Directors, the executive Director is responsible for the financial management, human resource management, and all operational aspects of the organization.

**Key activities include:**

* Intermediate and long term planning to support the organizations priorities
* Financial management of the organization
* Increasing revenue through a variety of sources included but not limited to grant writing, sponsorship and fundraising initiatives
* Oversee development, implementation and evaluation of programs

**Qualifications**

* Post-secondary education in a related field (sport management, business)
* Experience working with athletes with a disability would be an asset
* Background in proposal/grant writing would be an asset
* Clear understanding of the amateur sport system in Manitoba
* Proven leadership qualities
* Demonstrated ability to administer financial controls including annual budgeting process
* Superior written and verbal skills
* Strong interpersonal skills
* Proficiency in Microsoft application
* A self-started with the ability to work independently

**Interested candidates are requested to send a cover letter, resume and three professional references to the attention of the Selection committee to:** [**mwsa@sportmanitoba.ca**](mailto:mwsa@sportmanitoba.ca) **– Deadline is July 3, 2015**

**All application are appreciated;**

**However, only those selected for further consideration will be contacted**